

URGENT MESSAGE - MANUAL WARRANT TRANSACTIONS

When processing a manual warrant transaction on the ADPICS voucher screen (PCHL1410), users need to review the defaulted due date and overtype it with the current date. Since payment is being made with a manual warrant, the due date should be the current date - **NOT a future date**. Please make sure that manual warrant transactions are appropriately dated.

FUTURE MONTH POST (FUTMY) INDICATOR MODIFIED

On Tuesday, October 1, 2002, the "FUTMY" (Future Month Post Indicator) for Transaction Codes 200-203, 205-210, and 213-214 will be changed to "N" (No). This will prevent future dating of requisitions, purchase orders, changed requisitions, and changed purchase orders.

ON-LINE AVAILABILITY FOR YEAR-END CLOSING

In order to accommodate necessary year-end closing tasks, the MAIN FACS on-line availability schedule will be:

- MAIN FACS will be available until 5 p.m. on Monday, September 30, 2002. This is one hour earlier than the regular schedule.
- MAIN FACS will not be available at 7 a.m. on Tuesday, October 1, 2002. When on-lines become available, a Tip & Technique will be issued to the users.

B7 Users will not be able to process Building Lease Payment transactions in Electronic Transaction Processing (ETP) until MAIN FACS is available.

B7 The DAFR1411 and DAFR1412 reports will not be available in RMDS until MAIN FACS is available.

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